

motions are undebatable and require a two-thirds vote (20:6-7, 21:14).

meeting. When it is desired to devote an hour to a particular subject, or as much of the meeting as may be desired, a special order can be made *the* special order for the meeting; if a special order for the meeting is made, the special order for the meeting will then be in effect. If the minutes have been approved, and the order of business will not be taken up until this subject is disposed of. Although *the* special order has precedence over all other forms of special order, if one is made before it was, the times of any other special orders that may come into conflict are indicated in the last sentence of 41:55.

Special orders of special orders or general orders—such a series is called an agenda. If a subject is assigned to a particular subject in the agenda, it is thereby made a special order unless, otherwise, it means, it is stated that the time is indicated, in which case the subject is only a general order for which no hour is specified in an agenda.

An hour is assigned only to such subjects as resolutions, recesses, adjournments, and particularly business where it is desired to give the members notice that the matter will not be considered until a certain time. Then, are special orders for the time indicated. Reference to these times provides a program and invited speakers, who often come to the meeting. Occasionally, a time is assigned for every subject. While this practice may be necessary in some cases, the loss of flexibility often outweighs any gain.

41:60 Organizations and Meetings in Which Adoption of an Agenda Is Customary. It is customary to adopt an agenda or program for each session in organizations that do not hold frequent regular meetings, and at conventions and other sessions that may last for several days (see 59). This is also frequently done when, for any reason, neither the standard order of business nor a special order of business established by rule of the organization is practical or applicable.

41:61 Procedure for Adoption. In cases in which an agenda is adopted, usually this is done at the outset of a session and the agenda is intended to cover the entire session. At a session having no prescribed or adopted order of business, such an agenda is followed as a guide by the chair pending its formal adoption and can be adopted by majority vote, even if it contains special orders; it is then the order of business for that session. At a session that already has an order of business, an agenda can be adopted by a majority vote only if it does not create any special orders and does not conflict with the existing order of business; otherwise, a two-thirds vote is required (see also 25:12).

41:62 Agenda Provided in Advance. In some organizations, it is customary to send each member, in advance of a meeting, an order of business or agenda, with some indication of the matters to be considered under each heading. Such an agenda is often provided for information only, with no intention or practice of submitting it for adoption. Unless a precirculated agenda is formally adopted at the session to which it applies, it is not binding as to detail or order of consideration, other than as it lists preexisting orders of the day (41:40ff.) or conforms to the standard order of business (3:16, 41:5ff.) or an order of business prescribed by the rules of the organization (2:16, 3:16).

41:63 Changing an Agenda. When the adoption of a proposed agenda is pending, it is subject to amendment by majority vote. After an agenda has been adopted by the assembly, no change can be made in it except by a two-thirds vote, a vote of a majority of

Rule Against the Chair's Participation in Debate

43:29 If the presiding officer is a member of the society, he has—as an individual—the same *rights* in debate as any other member; but the impartiality required of the chair in an assembly precludes his exercising these rights while he is presiding. Normally, especially in a large body, he should have nothing to say on the merits of pending questions. On certain occasions—which should be extremely rare—the presiding officer may believe that a crucial factor relating to such a question has been overlooked and that his obligation as a member to call attention to the point outweighs his duty to preside at that time. To participate in debate, he must relinquish the chair; and in such a case he turns the chair over:

- a) to the highest-ranking vice-president present who has not spoken on the question and does not decline on the grounds of wishing to speak on it; or
- b) if no such vice-president is in the room, to some other member qualified as in (a), whom the chair designates (and who is assumed to receive the assembly's approval by unanimous consent unless member(s) then nominate other person(s), in which case the presiding officer's choice is also treated as a nominee and the matter is decided by vote).

The presiding officer who relinquished the chair then may not return to it until the pending main question has been disposed of, since he has shown himself to be a partisan as far as that particular matter is concerned. Indeed, unless a presiding officer is extremely sparing in leaving the chair to take part in debate, he may destroy members' confidence in the impartiality of his approach to the task of presiding.

43:30 In debate on an appeal (24) or a point of order that the chair has submitted to the judgment of the assembly (23:18–21), the foregoing rule does not apply, and the presiding officer does not leave the chair, since his participation in the debate relates to the function of presiding.

Occasions Justifying Brief Dis

43:31 Allowable Explanations and ing or When an Undebatable stated, debate in a deliberation when it is germane to a decision by the chair as the immediate as explained in 4, the necessity whether debatable or unnecessary, by a few words come a speech; or a member briefly indicate the substance the chair's assistance in words of factual explanation pending.

43:32 The distinction between making brief suggestions in connection. Especially in large assemblies, it is important not to allow this type of extended colloquy between the chair and a member in the absence of debate, and should the consultation takes place, it should be assigned.

43:33 Informal Consultation to a Member. Informally, brief informal consultation may assist a member in forming a motion. If the presiding officer permits such discussion, it should be limited to less than a few moments or less than a few words, and should arrive at a motion embodying the member's suggestion.

43:34 In general, for a member to rise and speak without promptly leaving the floor is a breach of the rules. In very small bodies, however, it may be necessary for a member to rise at such a time when he would like to give some

18:6

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once—even while another question is pending, unless the pending question is itself a special order that was made before the one set for the present time was made (see 14, 41). From the time when a particular special order becomes the proper order of business and until it is announced, a *Call for the Orders of the Day* is in order.

18:6

A *Call for the Orders of the Day* cannot be made in a committee of the whole (see 52).

18:7

Status of an Order of the Day as a Main Motion. In contrast to the privileged *Call for the Orders of the Day*, an order of the day which such a call may bring before the assembly is itself invariably a main motion, and when it is announced and pending, it is debatable and amendable, and all of the other rules governing main motions apply to it. The orders of the day as a whole cannot be laid on the table or postponed, but an individual order of the day when actually pending can be so disposed of. As soon as the orders of the day that have interrupted business that was pending are completed, the interrupted business is taken up again at the point at which it was discontinued.

18:8

Setting Aside the Orders of the Day. When the orders of the day are called for, the chair can, and ordinarily should, immediately either interrupt or conclude consideration of the pending question (in accordance with the rules in 41) and proceed to take up the business prescribed for the present time. But sometimes the chair or a member may sense that the assembly would prefer to continue consideration of the presently pending question or take up another matter first. In such cases, the assembly by a two-thirds vote can set aside the orders of the day, as follows:

- a) *At the initiative of the chair:* Instead of announcing the orders of the day when they are called for, the chair can put the question on proceeding to them: "The orders of the day are called for. The orders of the day are [identifying the business that is in order]. The question is: Will the assembly proceed

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to the orders of the day [or to the order of the day]. Since an interference with the rules of the assembly is down this order of the day. Once the order of the day, the business is called for. b) *At the initiative of a member:* When a member is called for, the member may interrupt the question by saying, "The orders of the day are called for" (see 21). The affirmative is in order, and the business is called for.

Form and Example

18:9

The form of the *Call for the Orders of the Day* is: "The orders of the day, a motion for reconsideration of the day," or "The orders of the day." The member is then called for, and the assembly is set for that time.

18:10

Assume the motion was pending today. That is, a pending motion.

MEMBER:
I call for the
CHAIR:
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of the
the